

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 29 FEBRUARY 2008**

**I. UFC ISSUES:**

A. The CFO/Civil Reports Division prepared and submitted variance analysis information to Price Waterhouse and Cooper (PwC) auditors for the 1st Quarter, FY 2008 Civil Works financial statements. This included the balance sheet, statement of net cost, statement of changes in net position, and statement of budgetary resources. The variance analysis was required for any lines on the financial statements with a change of +/- 10% and over \$14M. Variance analysis explanations require who, what, when, where, and why the change happened. As a result, we requested more detailed information from USACE activities.

B. On 21 Feb 08, the Deputy Director of Accounting and other UFC staff members participated in the monthly partnership teleconference with DFAS Indianapolis. Items discussed included: FY08 Military Appropriations beginning balances, Accounting Station Metrics, DDRS-B implementation, recoveries vs. credit obligations and the Year End Letter Project update. DFAS has implemented these monthly discussion sessions to enhance communication between the centers and field offices.

C. UFC personnel traveled to the New Orleans District to train 20 employees in SQL Basic and SQL Intermediate. The students were predominantly new employees with little experience in CEFMS and SQL.

D. The Travel Division is processing PCS vouchers received on 12 Feb 08.

E. Two Finance Center employees will travel to the Southwestern Division the week of 3 Mar 08 to assist the Division staff with Coast Guard accounts receivables. The goal is to provide supporting documentation to the Coast Guard to collect aged receivables.

F. In preparation for the FY 08 audit, the F&A CFO workshop will be held at the Finance Center on 12 - 13 Mar 08.

**II. ACCOUNTING OPERATIONS:**

**A. NUMBER AND LOCATION OF ONBOARD PERSONNEL**

LOCATION	ONBOARD
MILLINGTON:	206
HUNTSVILLE:	22
USACE HQ:	1
TOTAL:	229

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH 01-26 Feb	YEAR TO DATE 01-Oct - 26 Feb 08
CHECKS:		
CHECKS ISSUED	5885	32027
PERCENT OF TOTAL	6%	6%
DOLLAR AMOUNT	\$39,755,971	\$403,086,031
EFT:		
TRANSFERS MADE	49595	257528
PERCENT OF TOTAL	94%	94%
DOLLAR AMOUNT	\$1,793,899,619	\$9,841,444,498

\*percentages adjusted for utility checks which do not have to participate in EFT

III. CEFMS:

A. We have submitted our documents for general ledger correlation changes for Civil Contributed Funds, 96X8862, to HQUSACE and are awaiting auditor confirmation.

B. We assisted USACE activities and the UFC Travel Division with travel processes interrupted by the system crash on CPC25. We identified travel orders, vouchers and approvals lost in the crash and advised USACE activities which documents/signatures should be re-entered on their database. We worked closely with the UFC Travel Division in determining what data was transmitted to WinIATS before the crash and what needed to be done to complete the settlement process. We also coordinated with UFC Disbursing to ensure we had complete CEFMS records (orders, vouchers, settlements, advances, signatures) for disbursements processed on the UFC database. We prepared numerous CEFMS scripts for USACE activities and the UFC to correct data, and we advised users what further action was needed such as re-entering vouchers, releasing WinIATS files, and signing documents.

C. The loss of data from the system crash created report imbalances, the most difficult of which involved a government transportation request (GTR) disbursement with credits that had to be voided due to lost data. We coordinated a multiple step process to reverse the credits and then reestablish the credits to be taken on a future disbursement.

D. We wrote a database script to pull all of the check register records from 5-6 Feb 08 and insert them into the UFC Check Register. These records were missing on the disbursing database after the system was restored on 8 Feb 08. We also wrote a database script to recreate the Treasury Offset Program (TOP) payments that were processed on 6 Feb 08. These payments reside only on the disbursing database and were not present after the system was restored.

E. We created a new CEFMS report, Undisbursed Credit Card Credits. The report lists undisbursed IMPAC credit card credits that are either unapproved by the approver or were approved by the approver but were not disbursed during the normal disbursing run. The report is divided into three sections based on the age of the credit. The ranges are 0-30 days old, 31-60 days old and 61 days and older. On the 10th of each month, the report will be generated automatically and will be emailed to three groups of users. The full report will be emailed to all of the cardholders who have a credit listed in the report, and to all users who have the CREDIT\_CARD\_AOPC role. A shorter version of the report that lists only the credits 61 days and older will be emailed to the F&A Officers who have their employee id loaded in screen 10.92 with type code UNDISBCCCR\_EMAIL. The report can be run from the credit card report menu, path AACBACD, option 16. The report is 'undisbcccr'. This report satisfies the audit finding concerning undisbursed credit card credits.

F. We have initiated program modifications and database changes to increase the column size in all programs and tables that contain a collection voucher number. This change addresses the final phase that will alleviate the problem where USACE activity databases are running out of large ranges of sequentially unique collection voucher numbers. The modifications will include the creation of an automatic sequence generator for the collection voucher number and eliminate the manual process of updating the collection voucher number control table.

G. We added functionality allowing timekeepers the option to electronically sign time and attendance (T&A) when they have successfully completed tour of duty (TOD) edits through the end of a pay period (not through end of month). The option will apply to current as well as prior period TOD edits.

H. We added additional edits to prevent labor cost transfers from being entered via the Prior Period Correction Screen. When the original charge code is not 'LEAVE', it can now only be changed when some other field (excluding number of hours) is also changed, such as shift code, environmental hazard code, etc.

I. We provided an SQL query that will assist in identifying and reporting costs associated with the A76/HPO initiative. This query provides requested information and writes to a file to be transmitted to the appropriate system for inclusion in required OMB reports.

J. We added a reminder to the screen used in transmitting payroll so that the user is prompted for a case-sensitive password. This is a recent requirement that came about when the Defense Civilian Pay System (DCPS) changed their password configuration. Before the reminder was added, some users entered the password incorrectly up to three times, at which point they were locked out of DCPS, which required them to get a password reset.

#### **IV. PROBLEM REPORTS/IMBALANCES:**

##### **A. Open problem report inventory:**

	<u>This Report</u>	<u>Last Report</u>
Total Problems	741	755
Priority #1 Problems	112	116

We received 166 new problem reports and completed 180 problem reports.

##### **B. Database Imbalances on our 59 Production Activities:**

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	55	59
One	3	0
Eleven	1	0